

WIA DISLOCATED WORKER ADDITIONAL ASSISTANCE PROJECT APPLICATION GUIDELINES

INTRODUCTION

Funds allotted to the State of California for Title IB of the Workforce Investment Act (WIA) are available on a program year basis, July 1 through June 30. The Governor may reserve not more than 25 percent of the Dislocated Worker funds available to the State for Rapid Response and Additional Assistance projects. These guidelines address dislocated worker Additional Assistance projects only.

POLICY

Additional Assistance funds for dislocated worker services activities, as described in WIA Section 134(a)(2)(A)(ii), will be granted to Local Workforce Investment Boards (LWIB) and other entities through the application procedures contained in these guidelines.

In order to ensure a coordinated approach to service delivery and reduce the potential for duplication of effort, coordination among local/regional partners will be required. Roles and responsibilities and areas of accountability will be identified and agreed upon in the local Memoranda of Understanding negotiated as part of each LWIB's WIA job training plan. In the instance of funding applications submitted by entities other than an LWIB, letters of support from the affected LWIB administrators must accompany each request.

Funding for dislocated worker projects is available beginning July 1 of each year. Projects spanning program years may be split-year funded. Full expenditure of funds is expected within each award period.

The State anticipates that most project applications will be in response to the occurrence of "dislocation events"—specific employer layoffs or disasters that change the local economic conditions, increasing unemployment above the levels used to calculate the formula dislocated worker allocations, creating a demand for services that exceeds the capacity of existing resources. These requests for funding should be the result of a planning process that has been activated through Rapid Response and, as appropriate, an early intervention assistance process that may include local WIA formula funds to initiate dislocated worker services. Additional Assistance funds should supplement and expand the local capability to respond effectively to dislocation events. Ideally, projects should be funded from multiple sources, and Additional Assistance funds should be used to serve more dislocated workers and to achieve a higher quality of services and outcomes. Funds may be used to augment programs and activities being operated by LWIB grantees under Title I of WIA where employment conditions have sufficiently changed to warrant an increase in the area's funding.

The State also recognizes that, in some circumstances, the dislocated worker allocation formula may not adequately reflect unusual situations that create a demand for services.

Local areas can apply for Additional Assistance funds to address these “formula-insufficiency” situations. The applicant must be able to document the reasons why and the degree to which the allocation formula has not captured the actual demand for services relative to other areas of the State.

APPLICATION REQUIREMENTS

Dislocated Worker Additional Assistance Project Applications shall consist of the following documents:

- Application/Amendment Signature Page
- Narrative
- Participant Plan
- Budget Summary Plan

The documents listed above are included in this package following these guidelines. Projects for dislocated worker additional assistance will usually be for a 12-month operational period unless negotiated otherwise with the State. Applications will be accepted on an as-needed basis.

To request funding, submit two copies of the completed application, both with original signatures, to your assigned Regional Advisor.

REVIEW AND APPROVAL

The Workforce Investment Division (WID) of the Employment Development Department (EDD) will review dislocated worker services applications. Funding recommendations will be submitted to the Director of EDD for approval, and then, as appropriate, recommended to the Secretary of the Labor and Workforce Development Agency (LWDA) for approval on behalf of the Governor.

The EDD Director will approve Additional Assistance requests up to \$1 million when there is an urgent need to provide services in response to a large layoff or natural disaster. Urgent requests above \$1 million will be submitted to the LWDA for consideration and approval.

The LWDA Secretary will approve Additional Assistance requests when funds are to address potential layoffs forecasted to occur at some future point or when funds are to be used for general dislocated worker services to augment insufficient formula allocations.

Award levels may be negotiated. A consideration in the level of funding to be awarded will be the demonstrated ability of subgrantees to have effectively expended their prior year’s allocation of dislocated worker employment and training funding. Applications should also clearly demonstrate that carryforward and current adult and dislocated worker funds are insufficient to address the needs of the dislocated workers in the local area. Applications must illustrate that, without the Additional Assistance grant, serving the proposed participants, in addition to existing customers, would exhaust available resources.

PROJECT FUNDING

Applicants will be notified in writing of approval. Applications approved for funding will become the approved project plan document. The approved project plan will be used for program monitoring and evaluation purposes. The funding for approved applications from LWIBs will be unilaterally modified into the LWIB's WIA Title I master subgrant as a separate line item. Other successful applicants will enter into a subgrant agreement with WID of EDD.

REPORTING

By accepting a subgrant for Dislocated Worker Additional Assistance funding, the subgrantee agrees that it will compile and submit reports of participants, expenditures, status-of-cash and closeout information by the specified dates and in the specified formats as prescribed by the State.

MONITORING AND OVERSIGHT

Section 183 of WIA and Section 667.400 of Title 20 Code of Federal Regulations provide authorization for the Secretary of Labor and Governors to monitor all grantees to determine whether they are complying with the provisions of the WIA and the associated regulations. The EDD has oversight responsibility to ensure that grantees comply with WIA, the associated regulations and the subgrant provisions. Dislocated worker projects are subject to EDD monitoring policies.

TECHNICAL ASSISTANCE

Technical assistance to applicants is available through the [Regional Advisor](#) assigned to that Local Workforce Investment Area.

PROJECT AMENDMENTS

Changes in project specifications, such as the target population, budget details, or the term of the project, require advance approval via a plan amendment request.

It is suggested that all project plan amendment requests be initiated by discussions with the assigned Project Manager regarding the circumstances requiring the modification. If it is determined an amendment is required, the project amendment request must include revised versions of any documents contained in the approved project plan that are to be revised.

Requests to reprogram or deobligate funds should be submitted as soon as possible after the need for such a circumstance is identified. Requests for increases in the amount of approved project funding will require a new application.